

## UNDERSTANDING YOUR JOB

### Handout 1

You must understand the scope of your responsibilities and know what is expected of you in your new job. But before proceeding with an analysis of your job, you should first find out whether you are ready to accept the challenge of a command or major supervisory position. To do this, ask yourself the following questions:

*Ask yourself these questions*

- Am I willing to dedicate myself solely to my unit?
- Are members of my family willing to assume their role in helping me create a happy Civil Air Patrol community?
- Am I willing to live in a "fishbowl," open to observation and criticism by both subordinates and superiors?
- Am I physically and emotionally fit to carry the load?
- Do I have the courage to make tough decisions and stand by them?
- Am I flexible when dealing with changing situations? Am I willing to risk new ideas?
- Can I remain enthusiastic and cheerful when I am confronted with seemingly impossible tasks?
- Am I willing to leave the office to check or supervise training, maintenance, and other activities of my unit?
- Am I willing to do my best with what seems inadequate means?
- Am I confident that I can produce a superior unit from average people? Can I inspire people to achieve outstanding results?
- Am I willing to take reasonable risks to allow my subordinates to grow and become more productive?
- Am I willing to let my subordinates be creative?
- Am I accessible to my troops? Does my manner invite communication?
- Do I really listen? Can I withhold judgment until the facts are in?
- Do I like to be with younger people? Can I live with their energy, their points of view, and the problems they create?
- Am I always willing to accept my subordinates' failures as my own, yet immediately recognize their successes as theirs?
- Am I able to do many things at one time? Can I manage a complex job?
- Can I stand tough competition from similar units and still retain a spirit of cooperation and teamwork with them?
- Can I carry out orders as well as give them?
- Do I really want to command? Am I sure my motivation is more than simply having the command experience entered on my record?

If you are truly honest with yourself, you will probably not answer yes to all those questions. Only if you are completely honest in answering the questions, however, will they give you real insight into what lies ahead.